

## **Instructions for Common Original Set and Common Copy Set surrogates**

**The instructions below have been distributed to the Formal Test Partners in the US RDA Test. They are being provided to the community at large for informational purposes only. Non-formal testers should not be submitting records for the common original and copy sets to LC, nor filling out any of the surveys referred to in this document.**

### **Overall Instructions for the RDA Test**

#### **I. Before the test begins assemble your test team**

If possible, given your staffing and environment, assemble a team of test participants to consist of record creators (minimum of two--catalogers, cataloging technicians, cataloging students or trainees depending on your circumstances), record reviewers (reference, acquisitions, systems, etc. staff; students; faculty; general public), and a coordinator. Each record creator must be assigned a unique identifier, based on your institution's ID, that (s)he will use when filling out the surveys.

II. Determine how your records will be identified and submitted/collected. See "Assigning Institution Codes and Record Identifiers" on the Basecamp site and "US RDA Test Record Collection Plan" at URL <http://www.loc.gov/catdir/cpso/RDAtest/admindoc2.doc>

(These documents are posted under "US RDA Test Administrative Documents" at [Library of Congress Documentation for the RDA \(Resource Description and Access\) Test](#)

#### **III. Practice during the first 3 months**

Use the first 3 months of the test period (July-Sept.) for your record creators to become familiar with the RDA Toolkit. If any practice records are created during this period, they should only be done locally and should not be sent to LC or input as OCLC WorldCat master records. Libraries that do their cataloging in OCLC may save practice records in the OCLC save file.

#### **IV. Formal Testing Phase**

The overall test components that you will be involved with consist of the following:

- A. Creation of test records (three sets) to be completed in the order shown below.
  1. Common Original Set (25 titles, each title cataloged twice once as RDA and once using your current cataloging rules) with associated name authority records (using RDA and your current cataloging rules) if applicable.
  2. Common Copy Set (5 titles)
  3. Extra Set (at least 25 titles from your regular work). These records may be copy or original and should emphasize those specialized titles you indicated

during the application process you were willing to catalog. RDA name authority records should also be created, if applicable.

For each of these sets, record creators must keep track of the time it takes to complete each step in the record creation, so that the surveys can be completed accurately.

#### B. Completion of RDA Test Surveys

1. Record Creator Profile (one survey completed by each record creator at the end of the test)
2. Record by Record Surveys
  - a. Common Original Set (one survey completed for each of the records created by the record creator)
  - b. Common Copy Set (one survey completed for each of the records created by the record creator)
  - c. Extra Set (one survey completed for each of the records created by the record creator. There is one survey to be used for original extra set records and one survey for copy extra set records.)
3. Test Record Use (one or more surveys to be completed by record users at your institution or completed by your institution's test coordinator on behalf of noncataloging staff and/or patrons)
4. RDA Test Partners Institutional Questionnaire (one survey per institution to be completed by the coordinator at the end of the test)

### **Instructions for creating test records**

#### V. Common Set Titles

The common set is an artificial, controlled situation that will enable comparisons between your institution's current rules and RDA, as well giving insights into the learning curve time for adapting to new cataloging rules.

PDF surrogates have been created for each of the common set titles. Things to note about the surrogates:

- They were created from actual publications but some have been modified to illustrate conditions we wanted to test
- The first page of the surrogate generally gives information such as pagination and size that cannot be gleaned from the surrogates
- The pages are generally in the order you might encounter them, and should be assumed to be in that order unless that is clearly not the case, e.g., dust jacket or spine
- Not all pages that are included necessarily have information that needs to go in the record, some are provided to give a general sense of the publication

- If there is any missing information or if it is unclear what you are dealing with, give it your best shot: in real cataloging situations it is not always clear exactly what the cataloger has in hand.
- If the surrogate was unclear, that should not affect our assessment of your record or RDA. If you want to make a note in the survey about any assumption you made about a surrogate, please do so.
- For serials, if you have information on the surrogate or web resource about an earlier title, you do not have to create a cataloging record for the earlier title.

#### A. Common Original Set

Every institution will do original descriptive cataloging of the 25 titles in the common original set. At least two people must be involved. Each title will be cataloged by two different people, one using the current rules used by your institution and one using RDA instructions. Ensure that each record creator creates some RDA records and some records using current rules. Each of the record creators must complete at least 5 titles in the common set using RDA. This is to ensure that all record creators have enough experience with RDA for their test results to be valid. For these 25 titles, only one person should create the records from start to finish, even if your normal workflow is to have the preliminary record creation done by different staff than those who complete the original cataloging record.

Records for the common original set titles are to be created from scratch. No searching for copy or authority records is to be done (with the exception of test partners who catalog on OCLC who will search for the generic bibliographic record created in OCLC for the test). [Please see the OCLC Policy Statement on RDA Cataloging in WorldCat for the U.S. Testing Period, distributed at ALA Annual Conference and posted to the Basecamp RDA Test Partners site.]

If your institution normally uses templates to create the basic record, you may use templates to create the bibliographic records. If your institution normally creates authority records, create authority records from scratch for each access point in the record, based on the same rules you used to catalog the record. Do not search for an existing heading. Do not submit any of these headings to the National Authority File as these are only artificial test records. Authority records may be saved in the OCLC save file. Do not assign subject headings or classification for any of the titles in the common original set. Do not use the single record approach when cataloging the common original set even if your institution normally uses a single record approach for material issued in print and online.

#### B. Common Copy Set

Each institution will also be given surrogates for five made-up resources which are to be cataloged once, using the guidelines your institution anticipates it would use when working with copy records if RDA were to be adopted. The copy records for these made-up resources will be available on OCLC. No changes should be made to the master records; either add institution records to the master records or download the records to your local file and make any needed changes locally. The records will not include subjects and classification and these should not be assigned. The title proper in each record will be preceded in field 245 \$a by the label “US RDA TEST COPY RECORD” plus the identifier AA, etc., as appropriate; retain that label in your institution record. Institutions not working on OCLC should also retain that label in field 245 \$a when sending their records to LC.

The surrogate documents include some made-up authority records; some of those records have 1XX fields that would be the same for RDA and others would have a different RDA form. Some of the surrogate documents lack some authority records that would or might be needed if the record is converted to RDA. Do not do any name authority work. Instead, on the survey for each bibliographic record, indicate the following: (1) if any AACR2 authority records would have been modified to give a 7XX for a different RDA form, and (2) if any new RDA authority records would have been created.

## VI. Extra Set Titles

Each institution is also expected to submit at least 25 additional records using RDA rules, for the material they normally catalog on a day to day basis. There is no maximum on the number of records that may be submitted using RDA. These records should follow the institution’s normal practices for authority work and subject assignment. Because institutions were chosen so that the test would have a wide variety of materials included, you are strongly encouraged to focus on the types of materials you indicated during the application process you were willing to catalog. See “Selected U.S. RDA Test Partners: Systems, Current Rules, Formats To Be Tested” at: <http://www.loc.gov/bibliographic-future/rda/RDA%20test%20partners%20handout.xls>

Original records should be cataloged using RDA. Copy records should be submitted if they have been edited in some way based on RDA, even if the resulting record is still coded AACR2. If no editing has been done to a copy record, do not submit it as part of the test set. Records created as part of the Extra set may be submitted to OCLC and the National Authority File following the test guidelines for creating and editing records. [See “US RDA Test Policy for the Extra Set: Use of Existing Authority and Bibliographic Records by LC Catalogers and Other Testers” at: <http://www.loc.gov/catdir/cpsd/RDAtest/admindoc1.doc>].

## VII. For Every Test Record

- A. Immediately after each record is completed, a survey should be filled out for that title by the person(s) who created the bibliographic and authority data. There are separate survey forms for the Common Original Set, the Common Copy Set and the Original Extra Set and Copy Extra Set titles, as described in IV. B. above.

### **B. Instructions for obtaining record use data**

VIII. Institutions are encouraged to share the RDA records being created with users who have a stake in the records and get their feedback. Sharing pairs of records from the Common Original Set can allow users to compare existing rules with the proposed rules. The pairs of records should be presented to the user without first identifying which uses current rules and which uses RDA, and just ask the user to indicate which one they prefer and why--or which elements of each record they find preferable. After eliciting feedback, then the user can be told which record uses RDA and which uses current rules. Because the Extra Set records are created using resources that your institution collects, it is recommended that you present some of those records to your reviewers in order to elicit further information about whether RDA records can meet the needs of your institution. Each user should fill out a RDA Test Record Use survey, or one user (or the institution coordinator) representing a class of users (e.g., acquisitions staff, faculty), may fill out the survey on behalf of that group of users.